

HUMAN RESOURCES ADMINISTRATOR

FLSA Status: Exempt

ADMIN Level I

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work assisting the Director with the overall administration of the human resource program for the school division; does related work as required. Coordinates divisions benefits, risk management, human resources information system, and pay practices. Work is performed under limited supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the overall coordination and administration of department programs for the school division; developing human resources rules, policies and systems; preparing and maintaining appropriate records and files. Oversight of Benefits and Risk, Human Resources Information Technology and pay to ensure the overall success of the program.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives and responds to employee concerns and problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations and provides technical expertise.
- Assists with planning, directing, managing and administering a comprehensive benefits program for the school division.
- Ensures timely responses to employee inquiries including, but not limited to, FMLA requests, workers' comp requests, medical and dental insurance inquiries, and other questions related to the school benefits program.
- Manages the retiree workforce (ERIP program).
- Oversees and ensures the division's compliance with the Affordable Healthcare Act.
- Assists with the assessment of current programs and functions for effectiveness; implements changes as needed; develops, revises, and recommends personnel policies; implements approved policies and procedures; consults with department managers and constitutional officers concerning staffing/recruitment policies/procedures.
- Assists in preparing department budget; administers approved budget and monitors expenditures; provides budgetary input to director for other areas of County budgets relating to human resources; assists in developing and implementing long/short term plans, goals and objectives for the department and its programs.
- Interprets, applies, explains and ensures compliance with all federal, state and local policies, procedures, rules, regulations, laws and standards; initiates any actions necessary to correct deviations or violations.
- Provides information, assistance and guidance to employees, department managers, applicants, the public, County/school officials, the media, or other individuals regarding human resources programs, policies, procedures, or other issues; coordinates department programs/activities with other departments, outside agencies, etc.
- Performs administrative tasks; reviews and approves leave records/requests; researches/compiles various statistical/administrative data; analyzes data and identifies trends; prepares special studies and reports; oversees preparation and submission of mandatory reports/forms to regulatory agencies, IRS, or other agencies/individuals.
- Oversees the planning, organizing and coordination of operations/activities of various programs, policy development and interpretation, compliance with laws/regulations, HRIS management and record maintenance, or special projects; provides assistance and guidance to ensure proper administration of human resource programs.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of basic methods, practices and objectives of public personnel administration; thorough knowledge of the organization and function of municipal government; general knowledge of basic research techniques and report writing; thorough knowledge of County's personnel policy, payroll, insurance and benefit programs, methods and record keeping; ability to present ideas effectively, either orally or in written form; ability to conduct effective personnel interviews; ability to maintain technical records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in personnel, public administration or related field and considerable human resources generalist experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, walking, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is subject to inside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.